

RESOLUTION NO. 4012

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER ESTABLISHING FEES AND
CHARGES FOR SPECIAL SERVICES PROVIDED BY THE
CITY OF WESTMINSTER

WHEREAS, the City Council of the City of Westminster has approved the study entitled "Cost Control System for the City of Westminster" dated May 5, 1988, and prepared by Management Services Institute (MSI); and

WHEREAS, the annual update study was performed by Revenue & Cost Specialists, LLC (RCS) (formerly MSI) to determine the total costs of providing special services by the City of Westminster; and

WHEREAS, by adoption of Ordinance No. 2097 on October 11, 1988, the City Council has adopted the Fee and Service Charge Revenue Cost Comparison System to recover the costs reasonably borne for special services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Westminster that in order to implement the cost recovery program and to incorporate all other such fees previously adopted by the City Council, Exhibit "A" of this resolution is attached hereto and made a part of the resolution setting forth the fees to be collected for the services enumerated herein; and

BE IT FURTHER RESOLVED that the accurate billing and collection of amounts invoiced under exhibit "A" are critical to the City's cost recovery program and unpaid invoices unreasonably increase the taxpayer's burden, the Finance Director is authorized to take appropriate steps to ensure collection of amounts owed including, but not limited to, combining all accounts due for services into a single invoice or account, adding past due amounts to water or business license accounts to be collected when the account is due or renewed, as well as filing court actions and sending past due accounts to collection agencies.

PASSED, APPROVED AND ADOPTED this 26th day of July, 2006, by the following vote:

AYES: COUNCILMEMBERS: RICE, FRY, MARSH, QUACH
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE


MARGIE F. RICE, MAYOR

ATTEST:



MARIAN CONTRERAS, CITY CLERK

APPROVED AS TO FORM:


RICHARD JONES, CITY ATTORNEY

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, MARIAN CONTRERAS, hereby certify that I am duly appointed City Clerk of the City of Westminster, and that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Westminster held on the 26th day of July, 2006.


Marian Contreras, City Clerk

WESTMINSTER FEE SCHEDULE 2006-07

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
S-001	Building	Building Plan Check	\$40 or 100% of UAC plus
S-002	Planning	Planning Bldg Plan Checking	\$30 - Over the counter - regular \$50- SFR-<500 Square Feet \$60- SFR- >=500 Square Feet \$75- Administrative Entitlement \$420- Major PC/CC Entitlement
S-003*	Building	Construction Inspection	\$40 or 100% of UAC plus \$45 issuance fee per permit (Includes direct NPDES & share of program admin cost)
S-009	Building	Special Building Inspections	\$15 administrative charge plus \$91 per hour at overtime rate (2 hr min)
S-009.1	Building	Special Inspector Registration	\$40 per inspector
S-010	Building	Temporary Cert. of Occupancy	\$410 per application w/ completion bond
S-012	Planning	Parking Lot/Sidewalk Sale Review	\$65 per application
S-014	Planning	Preliminary Plan Review	\$1160 per application
S-014.1	Planning	Prelim. Plan Review-Subsequent	\$530 per application + any outside cost
S-015	Planning	Tentative Parcel Map Review	\$1,700 per app - w/ another application \$2,720 per app - Stand Alone application
S-016	Planning	Tentative Tract Map Review	W/ another Application - \$2,335 per app + \$37 per lot/unit over 10 lots/units Stand Alone - \$3,505 per application + \$37 per lot/unit over 10 lots/units
S-018*	Planning	Site Plan Review - Planning Comm.	\$2,250 per application \$2,250 per application

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
S-18.1*	Planning	Site Plan Review - Administrative	\$465 per app - Minor Reviewf \$145 per app - Temp Site Plan \$1,525 per app - Major Review
S-019	Planning	Development Agreement Review	\$7,500 Deposit with actual charges based on fully allocated hourly rates
S-20.1*	Planning	General Cup Review	\$2,875 per application \$1,655 per app if proc w/ app req hearing
S-021*	Planning	Variance Review	\$1,630 per app - Planning Comm Variance \$1,280 per app - Area Variance Committee \$250 per app - RV Storage in front yard + \$250 if require Variance Comm Hearing \$965 per app - Admin. Adjustment
S-023	Planning	Zoning Interpretation Review	\$905 per application
S-024	Planning	General Plan Amendment Review	\$1,400 per application w/ another app \$3,830 per application- Stand Alone app
S-24.1	Planning	General Plan Maintenance	6.5% of all building permit fees
S-24.2	Various	Records Maintenance & Update	Engineering - Actual Cost of Consultant Planning - Actual Cost of Consultant Building - 3.5% of permit fee
S-025	Planning	Annexation Processing	\$10,000 deposit w/actual charges based on fully allocated hourly rates
S-026	Planning	Zone Change Review	\$3,475 per application
S-027	Planning	Zoning Text Amendment Review	\$4,000 Deposit
S-28.1	Planning	Env. Assess. - Categor. Exempt.	\$70 per application
S-029	Planning	Environmental Review	Actual cost of Consultant plus 25% for City staff time.

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
S-030	Planning	Condo Conversion Review	\$4,360 per application
S-30.1	Building	Condo Conversion Inspection	\$75 per application plus \$66 per unit
S-031	Planning	Home Occupation Permit	\$40 per application- Level 1 \$920 per application- Level 2
S-31.1	Planning	Large Family Day Care Permit	\$670 per permit
S-034*	Planning	Design Review	\$925 per app - Admin Review \$1,625 per app - Plan Comm Review
S-035	Planning	Sign Review and Inspection	\$555 per app - New Sign Program \$155 per permit - New Sign w/in Sign Program \$150 per permit - New Sign w/out Sign Prog \$25 per permit - New Sign Face
S-35.1	Code Enf.	Temporary Sign Permit	\$75 per application
S-35.2	Code Enf.	Removal of Illegal Sign	\$10 per each additional sign
S-036	Planning	Development Agreement Extension Rev	\$330 per application
S-037	Code Enf.	Code Enforcement Services	\$70 per inspection after the first two visits
S-37.1	Code Enf.	Code Enforcement Special Inspection	\$15 Admin.charge, plus \$75 per hr at overtime rate for inspection (2hr minimum)
S-038	Planning	Processing of Appeal to Council	\$1,990 per app (applicable w/ re-hearing)
S-039	Planning	Processing of Appeal to Planning Comm.	\$395 per application
S-042	Planning	Landscape Plan Check/Inspection	Actual cost of consultant plus 50% for City staff time
S-42.1	Water	Backflow Device Plan Check/Insp	\$75 per new device
S-044	Planning	Satellite Antenna Review	Delete Charge
S-045	Building	Change of Occupancy Review/Inspect	\$210 per application
S-046	Planning	Site Analysis Letter	\$495 per letter
S-050	Planning	Mobile Home Park Conversion Review	\$10,000 deposit w/actual charges based

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
			on fully allocated hourly rates
S-054	Engineering	Final Parcel Map Check	\$3,745 per map
S-055	Engineering	Final Tract Map Check	\$3,750 per map plus \$35 per parcel over 4 parcels
S-056	Engineering	Engineering Plan Check/Inspect.	< 30,000 sq ft - \$0.105 per sq. foot 30k sq ft to 5 acres - \$0.21 per sq. foot > 10 acres - \$0.07 per sq. foot
S-56.1*	Engineering	On-Site Repair Constr. Inspection	All of the fees below have a \$50 minimum: Cross gutter - \$0.19 per square foot Curb & gutter - \$0.19 per linear foot Pavement - \$0.035 per square foot Sidewalk - \$0.06 per square foot
S-56.2*	Engineering	Site Remediation Service	\$695 per site
S-56.3*	Engineering	Block Wall Inspection	0-300 linear feet of wall - \$400 Each addtl 300 linear ft of wall - \$270
S-56.4*	Engineering	Trash Enclosure Inspection	\$275 per application
S-57	Engineering	Street Vacation/ROW Easement Review	\$3,758 per application or deposit as determined by staff
S-058	Various	Plan Revision Checking	\$97 per hour (1hour minimum)
S-059	Engineering	Lot Line Adjustment Review	\$1,195 per application plus recording fees
S-060	Engineering	"Hold As One" Agreement Review	\$680 per application
S-061	Engineering	Compliance Review/Cert. of Compl.	\$1,610 per application
S-062	Engineering	Encroachment Review/Inspect.	\$25 per permit plus: \$0.55 per sq ft - Sidewalks, Driveways, Cross Gutter, Trenching, and Pavement \$1.10 per linear foot - Curbs and Gutters,

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
			Storm Drains
			\$1.70 per linear foot - Water Lines
			Public Util - \$165 annual fee
			< 100 ft - \$135 per permit
			Boring - \$1.10 per linear foot
S-62.1	Engineering	Well Capping Permit	\$460 per permit
S-62.2	Engineering	Monitor Well Annual Inspection	\$540 per permit plus \$1,000 cash bond
S-62.3	Engineering	GIS Printing Service	Black/White: \$16 first pg + \$8 ea addtl pg Color: \$20 first pg + \$12 ea addtl pg Laser Printer: \$10 first pg + \$2 ea addtl pg Inkjet Printer: \$10 first pg + \$2 ea addtl pg Aerial Photo 3" pixel digital format -\$500 per acre
S-063	Water	Water Flow Test	\$130 per test
S-064	Building	Business Lic. Appl Rev/Enforcement	\$110 per application \$19 per application - Job License \$50 per application - Bingo Permit
S-64.1*	Building	Business License Renewal Processing	\$40 per license \$70 per license - Out-of-town contractor
S-066	Police	Special Business Regulation	\$85 per application
S-067	Police	Massage Technician Processing	\$95 per app + actual cost of consultant
S-070	Police	Party Disturbance Response	First response - no charge Subsequent responses - \$205 per call
S-071	Police	Police False Alarm Response	During any calendar year: Free - First 3 calls per calendar year \$200 - 4th call \$300 - 5th call + cancellation

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
			If reinstate, the next false alarm is \$300 and a cancellation
S-073	Police	Records Check/Clearance Letter	\$20 per letter
S-074	Police	Fingerprinting	\$7 per card
S-076	Police	Vehicle Equipment Inspection	\$13 oer inspection
S-077	Police	Police Photograph Sale	Digital Prints: \$20 plus Inkjet: \$7.65 per print
S-079	Police	Firearm Processing/Storage	Processing fee per weapon - \$110
S-080	Planning	Garage Sale Permit	\$10 per individual permit \$20 per block permit up to 10 addresses
S-081	Police	VIN Verification	\$17 per request
S-082	Police	Police Report Copy Service	\$0.30 per page
S-084	Police	DUI Emergency Response	Actual costs incurred charged at fully burdened hourly rates (\$1,250 maximum)
S-085	Police	Auto Impounds - Non-Private Property	\$120 per auto
S-086	Police	Vehicle Storage - Non-Private Property	\$55 per auto
S-088	Police	Animal Control	<u>DOG LICENSE:</u> \$50 - Regular dog license \$13 - Neutered dog license \$6.50 - Neutered dog license (Sr. Citizen) No Change \$100 - Vicious dog license \$40 - Non compliance <u>IMPOUND:</u> \$40 Small / \$50 Med. / \$70 Lrge, Plus \$35 / \$50 / \$100 if Non-Neutered

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
			\$20 - Additional for repeat impound
			\$10 - Daily feed & care
			<u>OWNER RELEASE:</u>
			\$65 - Quarantine
			\$25 - Immediate Euthanasia
			Non-Immediate Euthanasia -\$40 Small /
			\$50 Med. / \$70 Lrge
			\$40 - Dead animal pickup (licensed)
			\$50 - Dead animal pickup (unlicensed)
			\$15 - Dead animal (owner deliver)
			\$8 - Rabies
			Vet fee- Public rate less 20%
			\$30 - Other Services
S-103	Street Maint.	Vacant Lot Clearing Service	Contractor's bill to City plus 25% overhead
S-110	Recreation	Sports Program	120% of direct costs
S-111	Recreation	Special Events	120% of direct costs
S-118	Recreation	Contract Recreation Classes	105% of direct costs
S-121	Recreation	Trips & Tours	125% of direct costs
S-122	Comm Serv	Special Event Permit	\$100 per application
S-123	Water	Meter Installation Service	1" meter - \$2,485
			2" meter - \$3,365
			3" meter- \$5,540
			4" meter - \$6,335
			6" meter - \$8,655
S-123.1	Water	Meter Testing Service	No charge if meter is running fast
			\$145 per request otherwise

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
S-124	Water	Hydrant Meter Rental Service	\$85 per account plus \$1,000 deposit \$30 per move if hydrant needs to be moved \$10 per residential unit for construction wtr
S-124.1	Water	Fire Service Installation	4" meter - \$4,630 6" meter - \$4,870 8" meter - \$5,360
S-124.2	Water	Water Service Abandonment	\$1715 per abandonment
S-124.3	Water	Fire Hydrant/Water Valve Abandon	\$2160 per abandonment
S-125	Finance	Water Turn On/Off Service	\$25 each re-opened account plus \$10 for same day service \$75 lock-off fee for non-payment \$10 per each delinquent notice sent \$10 tagging
S-128	Finance	New Water Account Setup	\$30 new account (w/ turn-on), or + \$10 for same day turn-on \$10 name change(family, roommate, landlord)
S-129	Finance	Delinquent Bill Processing	\$10 per delinquent bill (30 days past due)
S-130	Public Works	Sewage/Haz Material Spill Response	Charge Fully Allocated Hourly Rates for all responding personnel, plus any outside costs, materials, and equipment.
S-30.1	Building	Condo Conversion Inspection	\$75 per application & \$66 per unit inspected
S-135	Public Works	Tree Planting Request	None materials for larger trees
S-137.1	Comm Svs	Banner Hanging	\$200 per request
S-138	Finance	Returned Check Processing	\$20 per NSF check

RCS #	PRIMARY DEPT	SERVICE	FEE BREAKDOWN
S-140	Various	Document Printing & Copying	Basic Look-up - No charge Photocopying - \$0.30 per page Large documents - \$0.50 per page Special maps - \$1.00 per page Maps, scale 800 - \$2.50 per page Maps, scale 600 - \$5.00 per page additional \$2 per each bound document City Budget - \$35 City CAFR - \$15
S-141	City Clerk	Agenda Mailing Service	\$35/year per type
S-142	City Clerk	Tape Reproduction/Listening	City Clerk: Tape copy - \$15/ea
S-144	City Clerk	City Code Update Service	Code Update - actual cost of the supplement Complete Municipal Code - \$150 each
S-145	City Clerk	Document Certification	\$16 per certificate
S-146	City Clerk	Processing fee to film in public right of way	\$110 per application
S-147	Recreation	Building Rental	Charge what market will bear (maximize revenue and usage of bldg)

* Fee includes Direct NPDES cost and share of NPDES Program Administration cost.

** The City should collect sales tax for this service.